# **2018-19**

Application to Conduct Research in Irvine Unified School District

Irvine Unified School District (IUSD) recognizes the value of high-quality research in advancing the field of educational practice. All researchers interested in conducting research in IUSD are required to submit this completed application along with the appropriate supporting documentation for consideration by the District Research Committee. Any individual or entity seeking to conduct research in IUSD must adhere to the regulations set forth by federal regulations, relevant District Board Policy, and the requirements described within this application. Only proposals that are deemed to be well-designed, relevant to educational practice, and aligned to district priorities will be considered for approval.

## considerations for approval:

The following elements will be used in the consideration of approval to conduct research in IUSD:

1. Significance to the field of education
2. Clear and immediate benefit to district/school
3. Alignment with district or school priorities: [Strategic Initiatives](http://www.iusd.org/district_news_information/documents/StrategicInitiatives.pdf) and [Continuous Improvement Efforts](http://www.iusd.org/education_services/ContinuousImprovementEfforts/index.html)
4. Time commitment for district or school personnel
5. Minimal to no interruptions to instructional time
6. Adherence to district policies and procedures regarding data privacy and security
7. Sensitivity of information collected
8. Adherence to district policies and procedures regarding consent

If a request will require extensive data compilation, extraction, or programming to produce the record, the requestor shall bear the cost. The estimated cost will be provided along with the notice of approval to conduct the research.

A request for approval to conduct a research study or survey, with the exception of those mandated by law, shall be submitted for the District Research Committee by the following due dates. Once the application is reviewed, the requestor will be notified of the decision via email on the notification date following the submission deadline.

Complete this application in its entirety and mail or email all required documents to:

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| Attn: IUSD Research CommitteeData and Assessment DepartmentIrvine Unified School District5050 Barranca ParkwayIrvine, CA 92604 | Chair of Research Committee:Lindsay Weisslindsayweiss@iusd.orgPhone: (949) 936 – 5008Fax: (949) 936 – 5259 |

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| Proposal Submission Deadlines: | Notification Dates: |
| * + September 10, 2018
	+ December 3, 2018
	+ February 1, 2019
	+ April 8, 2019
 | * + September 28, 2018
	+ December 21, 2018
	+ February 22, 2019
	+ April 26, 2019
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| Date of submission: |  |

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| Part I: Study Information |
| **Title of Project:** |  |
| **Type of Application:** | Graduate Student: | [ ] Doctoral Dissertation [ ]  Master’s Thesis [ ]  Other |
| Professional Research: | [ ]  University [ ]  Government Agency [ ]  Other |
| Seeking Letter of Endorsement for Grant: | [ ]  Name funding agency:  |

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| Part II: Contact Information |
| **Principal Investigator:** |  |
| **Title:** |  |
| **Organization/University:** |  |
| **Faculty Sponsor** (if applicable): |  |
| If IUSD Employee, Site & Title: |  |
| **Email Address:** |  | **Phone Number:** |  |
| **Address:** |  |
| **City:** |  | **State:** |  | **Zip Code:** |  |

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| Part III: Description of Research Study |
| **Purpose:**What is the purpose of this study? |
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| **Research Questions:**What are your research questions? |
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| **Benefit to Irvine Unified School District and/or the Field of Education:** What contributions or significance will the study have for IUSD and/or the field of education? |
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| **Selection of IUSD:**Why have you selected IUSD as a potential research site? |
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| **Brief Overview:**Briefly (in 200 words or less) describe the study. |
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| **Timeline:**What are the proposed beginning and anticipated ending dates? |
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| **Expected Date of Final Report:****Requirement:** A final report must be made available to the district. |
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| Part IV: Methodology – If requesting access to school sites. |
| **Target Population:****Requirement:** Pseudonyms must be used.Please identify the schools/locations where this study would be conducted and why these were selected.Include the number of schools and the names of the schools, if known. |
| Level(s) and Number of Schools: |
| [ ]  Pre-K | # |  | [ ]  Elementary | # |  | [ ]  Intermediate | # |  | [ ]  High School | # |  | [ ]  District | # |  |
| Details: |
| **Subjects/Participants:****Requirement:** If parents are to be involved, translation materials may be required, and will be the responsibility of the researcher.Describe the participants to be involved and the expected number of participants. |
| Subject(s) and Number of Participants: |
| [ ]  Administrators | # |  | [ ]  Teachers | # |  | [ ]  Students | # |  | [ ]  Parents | # |  | [ ]  Other, please specify | # |  |
| Details: |
| **Sampling/Selection:****Requirement:** Participation must be voluntary, individual responses must remain confidential.Describe what procedures will be used to select participants.Please describe any recruitment plans, compensation, or participation incentives proposed. |
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| **Data Collection:** **Requirement:** When reporting data, personal identifiable information must be concealed. Data must be stored securely and confidentially. (See Data Security Requirements)What will be asked of participants?Please attach any instruments, forms (including permission forms), questionnaires, surveys, or tests to be used to collect data.If applicable, who will administer the test/questionnaire and how will those be administered? |
| Types of Data Collection Tools: |
| [ ]  Interview | [ ]  Survey/Questionnaire | [ ]  Test | [ ]  Instrument | [ ]  Other, please specify |
| Details: |
| **Time Commitment:**What is the approximate time required from each participant?Include the number of sessions, length of sessions, and interval between sessions, if applicable.Will there be any impact on instructional time? If so, what is the impact? |
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| **Risk/Benefit:**What are the potential risks/hazards and expected benefits for the participants? |
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| **Notification and Consent Procedures:****Requirement:** Certain topics require prior consent (see Consent Requirements):How will participants and parents/guardians be notified of this study?What consent procedures will be followed? |
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| **Institutional Review Board:**Please attach the institutional review board (IRB) approval or other human subject review board approval. |
| [ ]  IRB or similar approval attached |

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| Part V: Other Data Needs |
| **Other Data Needs:****Requirement:** When reporting data, personal identifiable information must be concealed. Data must be stored securely and confidentially. (See Data Security Requirements)Will you be requesting any other types of district/school/student data? If so, list the data in detail. |
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### ConSent Requirements

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| Type of Consent | Description | Requirements |
| **None/Not Applicable** | The study does not involve any human participants.  The information collected through the study is pre-existing. | None |
| **Implicit Consent** | The study involves adult participants only.  By participating in the study, the adult is providing implicit consent. | Provide the *IUSD* *Adult Implicit Consent Form* to all invited adult participants. |
| **Active Consent** | The study involves student participants.   | Requires prior written consent from a parent/guardian (or a student who is 18 years old).  A description of the study, the information collected, and the use of information must accompany the consent form.  Only students whose parent/guardian submits written consent will participate in the study.Researchers must provide the *IUSD* *Active Consent Form* to all parents/guardians of students invited to participate. |
| **Notification and Consent** | The study involves student participants.  The study involves one or more of the eight beliefs or practices listed below, an invasive physical exam, or collects information for marketing purposes. | Requires prior notice and written consent from a parent/guardian (or a student who is 18 years old).  Before the administration of a research study about beliefs or practices, involving an invasive physical exam, or the collection of information for marketing purposes, a parent/guardian may inspect the materials prior to providing consent.  Only students whose parent/guardian submits written consent will participate in the study.Provide the *IUSD Notice and Consent Form* along with copies of all survey or study materials to parents/guardians of students invited to participate. |

### Notification and Consent

Studies for, or on behalf of, educational agencies or institutions may only be conducted for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. A research study containing one or more of the following will require prior written consent from parents/guardians (or a student who is 18 years old). Before the administration of a research survey, study or evaluation about beliefs or practices, a parent/guardian may inspect the materials and/or refuse to allow the child to participate in the study.

1. Political affiliations of beliefs of the students or his/her family
2. Mental or psychological problems of the student or his/her family
3. Sexual behavior or attitudes or personal beliefs and practices in family life or morality
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of other individuals with whom students have close family relationships
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or ministers
7. Religious practices, affiliations, or beliefs of the student or his/her family
8. Income, except to the extent that income is required to be disclosed by law for participation in a program or for receiving financial assistance under such a program

If a student participated in a research study or survey regarding information about beliefs and practices as identified in 1-8 above, the student’s personal identifiable information, individually or in aggregate, shall not be disclosed.

Parents/guardians (or students who are at least 18 years old) shall be given the notice and must provide written consent for the collection of the following information:

1. Any research study or survey regarding information about beliefs and practices as identified in 1-8 above, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

### data security Requirements

Researchers shall familiarize themselves with, and agree to abide by the terms of, District policies and procedures regarding data privacy and security.

Use of the information and or documentation collected is limited to the specific educational context for which it was collected and may not be shared with third parties or otherwise be distributed. Under no circumstances may information collected from students be used for marketing purposes or distributed on social media without prior written consent from the student's parent or guardian. Upon request from the District, all researchers shall return all documents and destroy all personally identifiable information obtained from students. Data disaggregated and deidentified to the District's satisfaction may be retained by the researcher.

Researcher will implement reasonable and typical administrative, technical, and physical safeguards in an effort to secure its facilities and systems from unauthorized access and to secure Confidential Information and User data (collectively, District "Content"). Researcher agrees to only use or disclose personal information records created or received from, by, or on behalf of District for the purposes of this agreement. Researcher will not disclose District Content to a third party (including law enforcement, other government entity, or civil litigant) except as directed by District or unless required by law. Should a third party contact Researcher with a request for District Content, Researcher will redirect the third party to request the data directly from District.

Upon becoming aware of: (a) any unlawful or unauthorized access to District content stored on equipment used by Researcher or in facilities used by Researcher (each a “Security Incident”), Researcher will: (i) promptly notify District of the Security Incident in a timely manner; (ii) promptly investigate the Security Incident and provide District with detailed information about the Security Incident, including the identity of affected Users for notification purposes; and (iii) take commercially reasonable steps to mitigate the effects and to minimize any damage resulting from the Security Incident. Following the occurrence of a Security Incident, Researcher will take commercially reasonable, prompt and appropriate corrective action aimed at preventing the reoccurrence of a similar Security Incident in the future.

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| Certification StatementIn submitting this application, I certify that the application is an accurate and complete description of my proposed research study. I assure Irvine Unified School District that the research activities to be conducted are in compliance with all existing legal and ethical codes, regulations, as well as the Federal Policy for the Protection of Human Subjects, the Educational Protections for Children Involved as Research Subjects, Family Educational Rights and Privacy Act, and Protection of Pupil Rights Amendment. Furthermore, I assure that all data collected for this study will be kept confidential in compliance with the Educational Rights and Privacy Act. The approval to conduct research does not obligate any school, staff, student, or parent to participate, as all participation remains voluntary. I also agree to share my final report and findings with the District no later than one year following the conclusion of the research. My signature below constitutes acceptance of the terms and conditions specified in this application.  |
|  | Electronic Signature of Principal Investigator |  | Date |  |

**IRVINE UNIFIED SCHOOL DISTRICT**

**ADULT IMPLIED CONSENT FOR SPECIFIC ACTIVITIES**

**Page 1 of 1**

Irvine Unified School District (IUSD) recognizes the value of high-quality research in advancing the field of education. In our partnerships with educational researchers, we maintain our primary responsibility to the students, parents and staff whom we serve within IUSD. This letter accompanies an educational research study in which you have been invited to participate. As an adult, any voluntary participation in this study and the related activities implies your consent to participate. If you have any questions regarding this study, please contact the principal investigator or your site administrator.

 *[NOTE – this is a sample format, which must be tailored for each activity]*

**Date**:

**Grade(s)**:

**Activity**:

**Principal Investigator:**

**Principal Investigator Contact Information:**

**Summary**:

*[Insert a brief summary of the purpose of the study, the activities the participants will be involved in, what information will be collected, and how that information will be used.]*

If you have any questions regarding this study, please contact the principal investigator or your site administrator.

**IRVINE UNIFIED SCHOOL DISTRICT**

**ACTIVE CONSENT FOR SPECIFIC ACTIVITIES**

**Page 1 of 2**

Irvine Unified School District (IUSD) recognizes the value of high-quality research in advancing the field of education. In our partnerships with educational researchers, we maintain our primary responsibility to the students, parents and staff whom we serve within IUSD. This consent form accompanies an educational research study in which your child has been invited to participate. All participation is voluntary and contingent upon returning the attached consent form. If you have any questions regarding this study, please contact the principal investigator or your site administrator.

The following activity requires parental consent. (Please note that consent transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

*[NOTE – this is a sample format, which must be tailored for each activity]*

**Date**:

**Grade(s)**:

**Activity**:

**Principal Investigator:**

**Principal Investigator Contact Information:**

**Summary**:

*[Insert a brief summary of the purpose of the study, the activities the students will be involved in, what information will be collected, and how that information will be used.]*

If you have any questions regarding this study, please contact the principal investigator or your site administrator.

**IRVINE UNIFIED SCHOOL DISTRICT**

**ACTIVE CONSENT FORM FOR STUDENT PARTICIPATION**

**Page 2 of 2**

A parent/guardian must sign and return the consent below no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ so that your child may participate in this study.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ give my consent for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to participate in the *[INSERT STUDY NAME]* on or about *[DATE]*.

Please return this form no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the following school official:

*[NAME]*

*[TITLE]*

*[DEPARTMENT]*

*[ADDRESS]*

*Signature*

*Name (printed)*

*Date*

**IRVINE UNIFIED SCHOOL DISTRICT**

**NOTIFICATION AND CONSENT FOR SPECIFIC ACTIVITIES**

**Page 1 of 3**

Irvine Unified School District (IUSD) recognizes the value of high-quality research in advancing the field of education. In our partnerships with educational researchers, we maintain our primary responsibility to the students, parents and staff whom we serve within IUSD. This notice and consent form accompanies an educational research study in which your child has been invited to participate. All participation is voluntary and contingent upon returning the attached consent form. If you have any questions regarding this study, please contact the principal investigator or your school site administrator.

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the Irvine Unified School District (“District”) to notify you and obtain consent before your child participates in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student’s parent;
8. Income, other than as required by law to determine program eligibility.

This parental notification requirement and consent also apply to the collection, disclosure or use of personal information collected from students for marketing purposes (“marketing surveys”). Additionally, the notice requirement applies to the conduct of certain physical exams and screenings. This includes any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. This does not include hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required by State law. Please note that parents are not required by PPRA to be notified about the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.

**NOTIFICATION AND CONSENT FOR SPECIFIC ACTIVITIES**

**Page 2 of 3**

The following activity requires parental notice and consent. The District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities, as well as an opportunity to review the surveys. (Please note that this notice and consent transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

*[NOTE – this is a sample format, which must be tailored for each activity]*

**Date**:

**Grades**:

**Activity**:

**Principal Investigator:**

**Principal Investigator Contact Information:**

**Summary**:

*[Insert a brief summary of the purpose of the study, the activities the students will be involved in, what information will be collected, how that information will be used and copies of all survey materials.]*

Please see the attached copies of all survey material prior to providing consent for your child to participate.

If you have any questions regarding this survey, please contact the principal investigator or your site administrator.

**NOTIFICATION AND CONSENT FORM FOR STUDENT SURVEY**

**Page 3 of 3**

A parent/guardian must sign and return the consent below no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ so that your child may participate in this survey.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have reviewed all survey material related to this study.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ give my consent for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to participate in the [INSERT SURVEY NAME] on or about [DATE].

Please return this form no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the following school official:

[NAME]

[TITLE]

[DEPARTMENT]

[ADDRESS]

*Signature*

*Name (printed)*

*Date*

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